



Arkansas Department of Human Services

**Weatherization Assistance Program
Request for Qualifications
For Service Providers
Program Year 2013-2014**

RFQ #: DCO-FY13-01

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Section 1 Background & Program Information

1.1 Introduction

The Department of Human Services ("DHS") is a state government agency charged with the administration of the Weatherization Assistance Program. DHS will endeavor to ensure in every way possible that small, minority, disadvantaged, women-owned business enterprises and/or labor surplus area firms (collectively "DBE") shall have every opportunity to participate in submitting Qualifications and providing services. DBE businesses are encouraged to submit Qualifications. DHS will not discriminate against any business on grounds of race, color, religion, gender, national origin, age or disability. It is the DHS's policy that suppliers of goods or services adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire and promote regardless of race, color, religion, gender, national origin, age or disability.

1.2 Background

The Department of Human Services (DHS), Division of County Operations (DCO), Office of Community Services (OCS) operates the Weatherization Assistance Program (WAP) as the Grantee funded by the U.S. Department of Energy (DOE) and other funding sources through which service providers weatherize homes for income-eligible homeowners, renters and multi-family development owners. The mission of the WAP program is to reduce energy costs for low-income families, particularly for the elderly, people with disabilities and young children, by improving the energy efficiency of their homes while ensuring their health and safety. The Program uses the most advanced technologies and testing protocols available in the housing industry. In addition to the comfort, health benefits and energy savings for the household, the energy conservation resulting from the efforts of state and local agencies helps our country reduce its dependence on foreign oil and our carbon footprint.

1.3 Purpose

The purpose of this Request for Qualifications (RFQ) is issued pursuant to Arkansas Procurement Policy to solicit Qualifications from qualified Offerors capable of providing Program Services within the 2013-2014 program year in accordance with 10 CFR 440, the Arkansas Sub grantee Operations Manual, the Arkansas Field Guide and all applicable Generally Accepted Accounting Principles (GAAP). The cited references are available at <http://www.arkansas.gov>.

Currently DHS is the direct grantee for the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP). The proposed structure subject to Legislative approval is that the WAP will be transferred to the Arkansas Energy Office (AEO), an agency within the Arkansas Economic Development Commission (AEDC). If approved by the State Legislature, AEDC/AEO as the Grantee will then submit a grant application (State Plan) on behalf of the State of Arkansas to DOE for program year (PY) 2013-2014 WAP

funding. Funding will be made by the Grantee through a competitive process to eligible Offerors. Under the DOE WAP, the DHS Request for Qualifications (RFQ) process is intended to procure weatherization service providers. The RFQ process will allow the Grantee to seek/evaluate what current resources and capabilities exist among existing service providers and other potential service entities. If the proposed program transfer is approved by the Legislature, AEDC/AEO as the new Grantee will enter into weatherization legal agreements for the program year 2013-2014 with the successful Offerors. These Offerors will serve specific Arkansas Weatherization Assistance Program Service Territories that will be negotiated once the transfer of the program takes place.

The estimated funding available for the PY 2013-2014 includes:

- ◆ DOE at \$1.5 million
- ◆ LIHEAP at \$3.7 million

If other funds become available to the Grantee during the program year for activities similar to the work performed under the Program, this additional funding may, at the option of the Grantee, be offered to the successful Offerors hereunder without a new RFQ. The Grantee retains sole discretion to make the judgment as to the need for additional RFQs. Satisfactory performance under the 2013 and prior program years will be a prerequisite for consideration of additional funding.

Offerors may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with the Grantee. Funding is anticipated to be available for future program years at similar levels, but is subject to change. Funding is not guaranteed to any given Offeror in any given amount.

In the grant application to DOE, the Grantee will list those successful Offerors recommended as PY 2013-2014 WAP service providers. The public will have the opportunity to comment on the State Plan and the recommended Offerors at a Public Hearing to be held March 22, 2013. The State Plan will be available to any interested party on March 18, 2013. Following DOE approval of the State Plan, legal agreements will be executed with the successful Offerors.

1.4 Eligible Activities

This RFQ allows Offerors to apply for up to three (3) types of programs. The programs are Standard Weatherization Assistance Program, Rehabilitation Blended Weatherization Pilot and Multi-family Weatherization Pilot. Award of program funds will be in accordance with the point criteria outlined in this RFQ.

Multi-Family Weatherization Pilot. Offerors may apply for this program which consists of funding for 50 homes set-aside from the entire state allocation. The Offeror will weatherize units in any county in the service area.

Blended Service Weatherization Assistance Program Pilot. Offerors that are currently awarded United States Department of Agriculture (USDA) Rural Development or Arkansas

Department Finance Authority (ADFA) HOME legal agreements may apply for this program which consists of approximately 10 homes (dependent upon available funds), to be weatherized in conjunction with Offeror's rehabilitation program. The funding for the units is set aside from the state's allocation. The location of the homes may be the services areas where the share of residents are in 25% of poverty or more (See attachment C).

Eligible activities are detailed in the Subgrantee Operations Manual available at the DHS website: <http://humanservices.arkansas.gov/Pages/procurement.aspx>. The list below outlines only the allowable budget categories; please refer to the complete list in the manual.

Budget Categories:

1. Administration: Costs related to organization-wide administration.
2. Audit: 10 CFR 440.23 of the program regulations permits payment for an Offeror's annual fiscal audit out of program funds if the Offeror's funding exceeds \$500,000 in federal funding. Audits must be in accordance with OMB Circular A-133.
3. Liability Insurance: Allowable costs include liability insurance for WAP projects for personal injury and property damage. This category also includes professional liability and the cost of Pollution Occurrence Insurance.
4. Program Operations: Costs related to weatherization of a site-built home, mobile home or multifamily unit.
5. Leverage: Costs related to securing other funding sources or for partnering with other agencies, e.g., with rehabilitation agencies, to increase the amount of weatherization assistance obtained from non-Federal sources.
6. Health and Safety: Costs for eligible labor and materials, that mitigate energy-related health and safety hazards for the home. Health and Safety measures are outlined in the State Plan and the costs are excluded from the Savings to Investment Ratio calculation.
7. Training and Technical Assistance: Cost to train Arkansas Weatherization Program staff to ensure effective implementation of Arkansas Weatherization Program and to provide information concerning conservation practices to occupants of weatherized homes.

1.5 Proposal Submission

All qualification proposals must be received by DHS no later than March 1, 2013, 4:00 PM, Central Time. Qualification proposals shall be in sealed envelopes marked

“Qualifications Proposal to Offer Services for the Weatherization Assistance Program”
Submit Qualification Proposals to:

Department of Human Services
Division of County Operations
Office of Community Services
Attn: Doris Wright
700 Main Street
Little Rock, AR 72201

Applications may be delivered by mail, other shipping service, or by hand. Facsimile or electronic transmissions will not be accepted.

1.6 Proposal Format

Qualifications should be printed double-sided, with each copy fastened using paper clips or binder clips and with tabs identifying each minimum threshold and evaluation criteria item. Offeror's submissions should follow the Application Format in Attachment A.

1.7 RFQ Questions and Answers

Questions pertaining to this RFQ and application must be submitted to the Office of Community Services via email. DHS will make every attempt to answer questions within two (2) business days after the questions have been received. The questions and answers will be posted to the DHS website.

1.8 Performance Agreement Term

Pending approval of the proposed transfer of the WAP, the successful Offeror will enter into a legal agreement with the Arkansas Energy Office (AEO) serving as the Grantee, for services to be performed. The term of the legal agreement is scheduled to begin on July 1, 2013 and end on June 30, 2014. Dates are based on availability of funds for release from each funding source. In some cases, the Program Year for utility funding may vary.

At the discretion of the Grantee, the legal agreement is subject to annual consideration for renewal, for up to three years, contingent upon:

- ◆ Funding availability
- ◆ Offeror's performance
- ◆ Offeror's good standing with Grantee
- ◆ Offeror is on schedule to expend all funds
- ◆ Offeror has cleared all findings or is working toward clearing findings in a manner agreed to by the Grantee
- ◆ Offeror's acquisition of proper tools and equipment necessary to perform the scope of work
- ◆ Offeror's attendance in required Weatherization Training Center trainings

- ◆ Offeror's participation in required Weatherization Program meetings
- ◆ Offeror's quality of work meets or exceeds Weatherization Technical Standards

The renewal option is in the sole discretion of the Grantee. The Grantee may choose to issue an RFQ during the renewal period to solicit applications for new programs and/or to procure for existing programs to provide services.

In the event that during the legal agreement term an awardee of this RFQ is deemed not qualified to administer the Program due to contractual non-compliance, the Grantee may negotiate with another Program awardee without issuing another RFQ, and/or may issue an RFQ for the area that is being served by the non-qualified agency. The Grantee may also issue an RFQ during the legal agreement term for any new areas to be served based on the availability of additional funds.

1.9 Timeline for Offeror Selection

The following is the anticipated schedule for recommended Offeror selection:

Date	Activity
02/01/2013	RFQ Released
02/08/2013	RFQ Bidders Conference
02/22/2013	RFQ Written Questions due
02/27/2013	RFQ Responses Posted on website
03/01/2013	Deadline for receipt of Qualifications by DHS
03/04-8/2013	Staff Review for RFQ Response
03/15/2013	Deadline for receipt of corrections by DHS
03/11-15/2013	RFQ Committee Review/Rating
04/01/2013	Announcement of successful Offerors
04/01-15/2013	15 Calendar Day Protest Period
04/15/2013	Recommendations to DHS
04/19/2013	Notification of successful Offerors upon DOE approval of State Plan and negotiations with AEO as new Grantee

1.10 Training

A mandatory bidder's conference will be held February 8, 2013 where RFQ training will be offered, from 8:00 AM until 10:00 AM in Room 203 at Pulaski Technical College, 3303 East Roosevelt Road, Little Rock, Arkansas. This training pre-registration is required. To register, please contact Diane Bowen by email at: diane.bowen@arkansas.gov or by telephone at (501) 682-8715.

Section 2 Minimum Qualifications and Requirements

2.1 Minimum Threshold Criteria

Offerors must meet each of the following criteria. If applicant is missing any minimum threshold items, they must provide the item by the end of the deficiency correction period in order to be considered for funding. These criteria must be met by all Offerors to be considered for funding.

1. Offeror must submit proof of Community Action Agency, non-profit or public entity.
2. Offeror must submit proof of current registration as a charitable organization with the Arkansas Attorney General's Office, covering the fiscal year ending in 2011 or 2012 or proof of exemption therefrom. Verification should be in the form of the first page of the "Arkansas Charitable Organization Registration Statement."
3. If not a unit of local government, Offeror must submit a Letter of Recommendation from a unit of local government from areas where the Offeror has performed services. A Letter of Recommendation should be in the form of a letter supporting the Offeror's application, dated no more than 180 days prior to the application date, signed by a local government official authorized to sign such a letter of the city, town, village or tribe in which the program activity will take place. For activities that will take place in unincorporated areas, the county is the unit of local government. The letter must specifically endorse the project/activity proposed in the application.
4. Agencies which received Program funds must provide an independent CPA's auditor's report (Audit) conducted in accordance with Government Auditing Standards (GAS). The GAS Audit will include an independent auditor's report on the following:
1) financial statements; and 2) Internal Control over financial reporting and compliance. Offeror will submit the most recent audit available; only the most recent of FY 2010 or FY 2011 will be accepted. If Offeror receives \$500,000 in federal funds a Single Audit is required pursuant to OMB Circular A-133. The following types of Audit findings may disqualify Offeror from funding:
 - a. Repeat and unresolved audit findings.
 - b. If Offeror has received greater than \$500,000 in federal funding source and the single audit did not meet the requirements of the OMB Circular A-133. For Single Audit, no proof of Federal audit clearinghouse submission (FORM SF-SAC) and, if Governmental entity, proof is not included of current audit submission to the Office of the Arkansas State Auditor.
 - c. If referenced in audit as a separate communication, no submission of Management Response letter.

5. For agencies that did not receive Weatherization Assistance Program funds in PY 2011-2012, the agency must provide either an audit to the above standards or an independent CPA's review of financial statements.
6. For agencies that did receive Weatherization Program funds in th 2011-2012 PY, the RFQ Review Committee will have access to all pass performance documentation and or reports.
7. Offeror must be in "good standing" as of the date this RFQ is issued. In order to be in good standing, Offeror must not have a "suspended," "debarred" or HUD's Limited Denial of Participation status conferred upon it by DHS and/or other funding sources. Offeror must provide a print screen from <https://www.epls.gov/> and https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp as proof of compliance within 30 days of the application date.
8. Offeror must submit qualification proposal as directed in 2.3 Proposal Requirements.
9. Offeror must demonstrate capacity to provide services in a multi-county service area.

2.2 Additional Minimum Criteria

In addition to meeting the above applicable criteria Offerors applying for the Weatherization Assistance Program Multi-family Pilot must be identify potential multi-family projects in the application and the Offerors applying for the Rehabilitation Blended Weatherization Program with experience working with Rural Development or HOME-funded rehabilitation projects will receive additional points.

2.3 Proposal Requirements

Offerors must meet the basic eligibility criteria specified in the "Minimum Qualifications and Requirements" section of this RFQ. In addition, Responses to the RFQ must meet the requirements enumerated below.

1. Offerors must report any and all funds received from other federal, state, local or tribal government funding sources as evidenced by the most current monitoring letter from said entities that Offerors are in good standing with their programs.
2. Offerors must not have repeat or unresolved financial audit findings as determined by DHS in the Weatherization Assistance Program or by other funding agencies.
3. Offerors must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the firm.

2.4 Additional Proposal Requirements

Applications and forms may be downloaded from the DHS website:

<http://humanservices.arkansas.gov/Pages/procurement.aspx>

1. Offeror(s) must submit one (1) copy of the agency financial audit.
2. In addition, the Offeror must provide one (1) original and six (6) copies of the application form and all required schedules and attachments.
3. DHS forms released with this application (applications, budgets, certifications, schedules) must be used when provided by DHS. No substitutions will be accepted.
4. All applications must arrive together in the format specified above.

The Grantee does not guarantee and is not obligated to award the Offeror's requested service territories. The Grantee may elect to make an award of a different territory than what is being requested by Offeror based on availability of funds, Offeror's requested service territory, Offeror's score on the scoring criteria and/or for any of the other reasons set forth herein.

The performance agreements between the Grantee and successful Offerors shall be for firm, fixed amounts. All payments by the Grantee shall be made on an actual reimbursement basis.

2.5 Evaluation of Qualifications

Responses will be evaluated by an Internal Review Committee of made up of DHS Program staff using the Evaluation Criteria. Once WAP program staff have determined which qualification proposals are responsive, all responsive qualification proposals will be submitted to the Weatherization Assistance Program Policy Advisory Council (PAC) Review Committee for review and Final selection and award recommendations. The PAC Review Committee will include only industry professionals who do not represent current Weatherization Assistance Program sub grantees.

2.6 Deficiency Correction Period

Upon receipt of all timely submitted Qualifications, DHS staff members will review all Qualifications to verify that all are complete in accordance with the requirements of this RFQ. Should any proposal be missing a threshold requirement in this RFQ, it will be deemed incomplete, but subject to correction during the Deficiency Correction Period. The Deficiency Correction Period may not be used to increase the Offeror's score.

DHS shall communicate proposal deficiencies to each Offeror's designated contact person within ten (10) business days of the RFQ Proposal Submission date, via e-mail and U.S. Mail, and shall document all communication efforts. Applicants will have five (5) business

days after the date of the e-mail delivery notice to submit the required information. All items must be submitted no later than 4:00 PM Central Time on the fifth business day following notification of deficiencies. The response due date will be noted on the deficiency notice. If the information requested is not provided within the specified timeframe or is submitted but remains deficient, the Application will be rejected without any further review.

Items eligible for correction or submission during the Deficiency Correction Period include missing or incomplete items required in the Minimum Threshold section (2.1) of this application. Upon the expiration of the Deficiency Correction Period, DHS will not accept Offeror's submission of any items still missing from the application.

Section 3 Evaluation Criteria

The Grantee will award performance agreements to the Offerors whose Qualifications score the highest with respect to the evaluation criteria and that are most advantageous to the Grantee. Qualifications will be evaluated on Offeror's documentation of meeting the following criteria: complying with threshold requirements, demonstration of organizational capacity, project readiness, financial resources and fiscal management and experience as defined in this RFQ. The Weatherization Assistance Program will be scored on a scale from 1 to 100 based on the criteria listed below. Offerors must score a minimum of 60 points to be considered for funding. The Weatherization Multi-Family Pilot will be scored with same scoring criteria and adding the additional points as indicated for this category. The Rehabilitation Blended Weatherization Program will be scored with same scoring criteria and adding the additional points as indicated for this category. A serious deficiency in any one criterion may be grounds for rejection regardless of overall score. Final award decisions will be made by the proposed Grantee (AEO). The Grantee reserves the discretion to assign portions of service territories to various Offerors.

3.1 Scoring by Criteria

Criteria	Maximum Score
Capacity	12
Program/Project Readiness	26
Finance	28
Interview	5
Program Specific	29
Total Maximum Points	100

3.1.1 Capacity	12 Possible Points
Staff Experience of management personnel—outline the experience of Offeror's staff with Federal Grant-funded programs	
Executive Director – 5 or more years' experience	2
Program Manager – 3 or more years' experience	2
Fiscal Manager – 3 or more years' experience	2
Field Operations Experience	

(List staff, with years of experience in terms of)	
Project or program management in energy efficiency –	
1-2 years of experience	1
3 or more years of experience	2
Project or program management in DOE WAP –	
1-2 years of experience	1
3 or more years of experience	2
Project or program management in HOME Rehabilitation –	
1-2 years of experience	1
3 or more years of experience	2

3.1.2 Program/Project Readiness	26 Possible Points
Existing Certifications – Points will be awarded for field staff certifications in the following categories: Building Analyst Envelope Residential Building Envelope Whole House Air Leakage Control Installer Residential Building Envelope Whole House Air Leakage Control Crew Chief Manufactured Housing Heating Air Conditioning and Heat Pump Multifamily BPI RESNET Other – Include description of course	1 point maximum per certification total of 9 points. (An individual's certifications can be applied to only 1 certification, i.e. if Weatherization Joe has Building Analyst and Multifamily, the Offeror will only be able to receive one point for his certifications.)
Training Plan-provide a plan describing how new and existing will obtain training, certifications, and continuing education.	1
Programmatic Approach—Provide a plan that demonstrates Offeror's program design: Client Intake Service Delivery Public Information (Client Education) Technical Innovation Leveraging Other	2 5 1 3 4 1
3.1.3 Finance	28 Possible Points
External Audit– a maximum of 8 points will be awarded based on the results of offeror's independent audit for their most recent completed fiscal year, however audit must not be for a fiscal year ending earlier than 2010. Audit materials must include management's response to any findings and corrective action that provides the action taken to clear the finding and current status of finding. 0 Findings	8

Findings have been cleared Unresolved Findings	4 -2
Frequency of Findings: Program Operations Provide the results of external monitoring pursuant to legal agreements for their most recent completed program year. The applicable Program Year for the Weatherization Assistance Program is April 1, 2011 through December 31, 2012. Offeror must supply monitoring responses to include responses to any findings. Agency should also provide proof that findings have been cleared. 0 Findings Findings have been cleared Unresolved Findings	8 4 -10
Internal Fiscal Controls – Five points will be awarded for a sound organizational system of internal controls in fiscal management documented in the organization’s policy & procedures manual approved by the Offeror’s board of directors.	5
Fiscal Oversight – Two points will be awarded for proof of bylaws requirement for a board of director’s oversight committee.	2
Reports & Invoicing – Submitted reports and invoicing on time and correctly for activity related to legal agreement from July 1 of 2011 through June 30, 2012 0 late, incorrect and/or incomplete reports or invoices 1 late, incorrect and/or incomplete reports or invoices 2 late, incorrect and/or incomplete reports or invoices 3 or more late, incorrect and/or incomplete reports or invoices Offerors must provide letters of certification from funding sources during the performance period. Arkansas Weatherization Program providers will be verified through the online reporting system and other documentation.	5 3 1 0
3.1.4 Interview	
5 Possible Points	
10 Questions, 1.5 points per question Each Offeror will receive a phone interview with the Policy Advisory Council (PAC) Review Committee. Ten questions will be asked and the response to each question will be worth one point for a total maximum of 10 possible points. For further clarification of the Offerors experience PAC Review Committee reserves the right to conduct an in person interview with the Offeror.	5

29 Possible Points

- Maximum of 29 points.
Points are listed at the end
of each item (#).

Highlighted items with an * are optional additional programs.

Highlighted items with an ** are items that should be included in the Program Plan, but are scored elsewhere.

3.2 Pilot Scoring

Three rounds of scoring will take place; one for each type of program offered through this RFQ. The first round will compare all the above criteria to determine which Offerors will serve specific Arkansas Service Areas. Next, DHS will score the Offerors who applied for each of the pilot programs. The subsequent scoring rounds will add the points earned by the Offeror in the pilot program category to their standard Weatherization Assistance Program score. The Weatherization Assistance Program Multi-family Pilot and the Weatherization Assistance Program Blended Service Pilot are subject to pilot scoring.

For example, Offeror X receives a Weatherization Assistance Program score of 75 points. The Offerors also apply for the Blended and Multi-family Pilots receiving 8 points in the Blended Pilot and 5 points in the Multi-family. In this case, the Offeror will have a score of 75 for the Weatherization Assistance Program, 83 for the Blended Pilot and 80 for the Multi-family Pilot.

Multi-family Weatherization Program	
Signed Memorandum of Understanding or Letter of Intent with proposed multi-family development to be served.	1 point per MOU provided above the one (1) required from minimum threshold
Offeror currently provides energy efficiency or rehabilitation services.	5

Blended Service Weatherization Program	
Offeror proposes to blend Rural Development or HOME-funded Rehab projects with Weatherization units	1 point per proposed blended unit. Up to 10 points available.

Scoring for Weatherization Assistance Program, Multi-family Weatherization and Blended Service Weatherization Assistance Program Pilots	Total Score
Standard Weatherization Assistance Program	
Multi-family Weatherization	
Blended Service Weatherization	
Total Points	

Section 4 Program Standards

Both Technical and Administrative program standards are available at <http://humanservices.arkansas.gov/Pages/procurement.aspx>

4.1 Subcontractors

Use of subcontractors must be clearly explained in the proposal and the method of selection and quality assurance monitoring must be noted. The Offeror will be wholly responsible for the entire performance whether or not subcontractors are used. Grantee must provide prior approval, in writing, of any subcontractors.

Section 5 Additional RFQ Standards

5.1 Protest

Any Offeror who is aggrieved in connection with this RFQ or the notification of preliminary selection to this RFQ may protest to the DHS. A protest must be based on an allegation of a failure to adhere to the evaluation process as designated in the RFQ, including the DHS's Evaluation of Qualifications. The protest must be written and addressed to:

Diane Bowen, Administrative Specialist
Department of Human Services,
Division of County Operations,
Office of Community Services
PO Box 1437 S330
Little Rock, AR 72203

The protest must be delivered to the DHS within ten (10) calendar days after the notice of award. Upon the timely filing of a protest, the Administrative Assistant shall give notice of the protest to all Offerors who appear to have a substantial and reasonable prospect of being affected by the outcome of the protest. The Offerors receiving notice may file responses to the protest within seven (7) calendar days of notice of protest. The protest process shall consist of review of all documentation and any testimony provided in support of the protest to the WAP Policy Advisory Council Review Committee, which shall thereafter make a recommendation to the Program Manager regarding the disposition of the protest.

The Program Manager shall make a final determination regarding the disposition of the protest. Offerors or their representatives shall not communicate with DHS or staff members regarding any proposal under consideration, except when specifically permitted to present testimony to the WAP Policy Advisory Council (PAC) Review Committee. A proposal will be deemed ineligible if the Offeror or any person or entity acting on behalf of Offeror attempts to influence members of the PAC or staff during any portion of the RFQ review process, or does not follow the prescribed Application and Protest process.

***(Please note, members of the PAC who are current sub grantees will not be allowed to serve on the PAC Review Committee.)**

5.2 RFQ Revisions and Supplements

Should revisions or additional information be necessary to clarify any provision of this RFQ, the revision or additional information will be provided to all Offerors via the DHS website.

5.3 Incurred Expenses

The DHS shall not be responsible for any expenses incurred by an Offeror in responding to this RFQ. All costs incurred by Offerors in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFQ will be borne solely by the Offeror.

5.4 Cancellation of Requests for Qualifications or Rejection of Qualifications

The DHS may cancel this RFQ at any time for any reason and may reject any or all Qualifications which are not responsive. In addition, Offeror may also cancel their proposal at any time during the RFQ application process.

5.5 Evaluation of Qualifications

Responses will be evaluated by an Internal Review Committee of DHS Program Staff using the Evaluation Criteria. Award recommendations will be reviewed by DHS management and by PAC. Final selection will be made by DHS and the proposed Grantee (AEO).

5.6 Award Notice

DHS shall provide written notice of the selection of Qualified Offerors within ten (10) calendar days of the date of the selection. Awards shall be contingent upon successful negotiations of a final legal agreement between the proposed Grantee (AEO) and the Offeror selected by DHS.

5.7 Proposal Confidentiality

Except in response to inquiries as part of the evaluation process until the award is made and notice given to all Offerors, no employee, agent, or representative of an Offeror shall make available or discuss its proposal with any officer, member, employee, agent, or representative of the DHS.

Until the award is made and notice given to all Offerors, the DHS will not disclose or discuss the contents of any qualifications proposal with an Offeror or potential Offeror.

5.8 Responsibility of Offerors

If an Offeror who otherwise would have been awarded a legal agreement is found not to be a responsible Offeror, a determination setting forth the basis of the finding shall be prepared and the Offeror shall be disqualified from receiving the award. A Responsible Offeror means an Offeror who submits a proposal that conforms in all material respects to the requirements of this RFQ and who has furnished, when required, information and data to prove that the Offeror's financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in this RFQ. The failure of an Offeror to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Offeror is not a Responsible Offeror.

5.9 Code of Ethics

No employee of the DHS shall have any direct or indirect interest in any legal agreement with the Offeror nor shall any legal agreement exist between Offeror or its affiliate with staff members that would give rise to any claim of conflict of interest. Any violation of this provision will render the legal agreement void, unless it is approved by the DHS after full disclosure.

Offeror shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this legal agreement. Offeror shall at all times conduct itself in a manner consistent with the DHS Code of Ethics. A copy of the DHS Code of Ethics is enclosed for your reference. Upon request by the DHS, Offeror shall disclose information relating to conflicts or potential conflicts of interest.

5.10 Other Federal Requirements

Offerors must comply with all applicable federal, state and local codes, statutes, laws and regulations which include but are not limited to:

- ◆ 10 CFR 440
- ◆ 24 CFR 84.21 "Standards for Financial Management Systems"
- ◆ Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d et seq. and 24 CFR Part 1)
- ◆ Fair Housing Act (42 USC 3601 et seq.)
- ◆ Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12892 and 24 CFR Part 107)
- ◆ Age Discrimination Act of 1975, as amended (42 USC 6101 et seq.)
- ◆ Americans with Disabilities Act (42 USC 12101 et seq.)
- ◆ Equal Employment Opportunity, Executive Order 11246, as amended, (24 CFR Part 570, Subpart J)
- ◆ Fair Labor Standards Act of 1938, as amended (29 USC 201 et seq.)
- ◆ Contract Work Hours and Safety Standards Act, as amended (40 USC 3701 et seq.)

- ◆ Anti-Kickback Act of 1986 (41 USC §51-58)
- ◆ Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u)
- ◆ Minority/Women's Business Enterprises, Executive Orders 11625, 12432 and 12138
- ◆ Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794)
- ◆ Lead Based Paint Poisoning Act (42 U.S.C. § 4822 and 24 CFR Part 35)
- ◆ OMB Circular A-102, 24 CFR 570.307(1), (Executive Order 11625)
- ◆ Environmental Reviews (24 CFR Part 92.352)
- ◆ National Environmental Policy Act (NEPA) of 1968, (24 CFR Parts 50 and 58)
- ◆ Property Inspections (Housing Quality Standards of 24 CFR Part 982.401)
- ◆ Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended by 42 USC 4601, and the regulations at 49 CFR Part 24, Subpart B
- ◆ Debarment & Suspension (Executive Order 12549, 51 Fed. Reg. 6370)
- ◆ Affirmative Marketing (24 CFR Part 92.351)
- ◆ The Uniform Administrative & Program Requirements (24 CFR Part 92.357 and Executive Order 12372) as applicable
- ◆ Participation in HUD Programs by Faith-Based Organizations (24 CFR Parts 92, 570, 572, 574, 576, 582, 583, and 585)
- ◆ OMB Circular A-122 Cost Principles for Non-Profit Organizations or Circular OMB A-87 Cost Principles for State, Local and Indian Tribal Governments.

5.11 Confidential Data

Offerors may request, in writing, nondisclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal to facilitate public inspection of non-confidential portions of the proposal. After award, all Qualifications and documents pertaining to the Qualifications will be open to the public. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as trade secrets under the Uniform Trade Secrets Act, Section 57-3A-1 NMSA 1978 et seq.

If a citizen of this state requests disclosure of data for which a request for confidentiality is made, the DHS shall examine the request for confidentiality and make a written determination that specifies which portions of the proposal should be disclosed and will provide the Offeror with written notice of that determination. Unless the Offeror protests within ten (10) calendar days of the notice, the proposal will be so disclosed.

Section 6 Certifications

_____ (“Offeror”) is submitting a proposal to the Department of Human Services (DHS) the current Grantee, to be a sub grantee under the Weatherization Assistance Program.

Offeror certifies that:

It will abide by all applicable Federal and State of Arkansas laws and all applicable statutory, regulatory, and judicially created rules and guidelines.

It understands that the Grantee will monitor its performance and compliance.

It is in good standing with all its funding sources.

It complies with Equal Employment Law and complies fully with all government regulations regarding nondiscriminatory employment practices.

It understands and represents that any legal agreement it enters into with the Grantee will be binding in all respects.

It has a current registration with the Arkansas Attorney General's Registry of Charitable Organizations, if applicable.

This proposal shall be valid until legal agreement award or 90 calendar days from the proposal due date, whichever is longer.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THE PROPOSAL IS TRUE AND CORRECT, AND THAT I HAVE THE AUTHORITY TO BIND THE OFFEROR TO THE ASSURANCES, AS WITNESSED BY MY SIGNATURE BELOW.

Signature of Authorized Official
on behalf of Offeror

Date

Printed Name

Title

Section 7 Attachments

Attachment A 2013 Arkansas Weatherization Program RFQ Application

Department of Human Services
Division of County Operations
Office of Community Services
PO Box 1437, S330
700 Main Street
Little Rock, AR 72201

Entity Type: ☐ Non-Profit ☐ Public ☐ Unit of Government ☐ Tribal

1.	Organization	
2.	Application Date	
3.	Tax ID	
4.	Address	
5.	Contact Person	
6.	Title	
7.	Telephone	
8.	E-Mail	
9.	Web Page	

Please mark an "X" next to either of the Pilot Programs you are applying for (See Attachment C):

	Multi-family Weatherization Program Pilot	This pilot consists of 50 homes, set-aside from the entire state allocation, to be weatherized in any county in the state.
	Rehabilitation Blended Arkansas Weatherization Program Pilot	This pilot consists of approximately 10 homes (dependent upon available funding), to be weatherized in conjunction with an Offeror's rehabilitation program. The location of the homes may be in the Offeror's service areas with 25% of poverty and up.

APPLICATION SUBMISSION CHECKLIST FOR EXISTING AND NEW AGENCIES APPLYING TO BE A WEATHERIZATION ASSISTANCE PROGRAM SERVICE PROVIDER

(All items listed below must be in the package in the order listed)

Offeror has submitted (1) one original and (6) six copies of the RFQ response	Page 9 (Additional Proposal Requirements)
Timely submission to proper contact	Page 4 (Proposal Submission)
Proof of 501c(3) or status as a Government Agency	Page 7 (Minimum Threshold Criteria)
Proof of current registration as a charitable organization	Page 7 (Minimum Threshold Criteria)
Letter(s) of recommendation from a unit of local government from areas where the Offeror has performed services	Page 7 (Minimum Threshold Criteria)
CPA's Audit Report or CPA's Review of Financial Statements	Page 7 (Minimum Threshold Criteria) Page 11 (Scoring by Criteria – Finance)
Copy of EPA Lead Renovator RRP Certification	Page 7 (Minimum Threshold Criteria)
Proof of Non-Debarment	Page 10 (Scoring by Criteria – Capacity)
Resumes of Offeror's key staff formatted to highlight federal grant funding experience. <ul style="list-style-type: none"> • Executive Director • Program Manager • Fiscal Manager 	Page 10 (Scoring by Criteria – Capacity)
Documentation outlining the experience of Field Operations staff <ul style="list-style-type: none"> • Project or program management in energy efficiency • Project or program manager in DOE WAP • Project or program management in HOME rehabilitation • Project of program management in Rural Development rehabilitation 	Page 11 (Scoring by Criteria – Program/ Project Readiness)
Existing Certifications <ul style="list-style-type: none"> • Building Analyst • Envelope • Residential Building Envelope Whole House Air Leakage Control Installer • Residential Building Envelope Whole House Air Leakage Control Crew Chief • Manufacturer Housing • Heating • Air Conditioning and Heat Pump • Multifamily 	Page 11 (Scoring by Criteria – Program/ Project Readiness)
Tool & Equipment Plan <ul style="list-style-type: none"> • Auditor • Crew • HVAC • Outreach • Intake • Administrative personnel • Fiscal Staff • Inventory Control 	Page 11 (Scoring by Criteria - Program/ Project Readiness)
Training Plan <ul style="list-style-type: none"> • Auditor 	Page 11 (Scoring by Criteria - Finance)

	<ul style="list-style-type: none"> • Crew • HVAC • Outreach • Intake • Administrative personnel • Fiscal staff • Inventory Control 	
	Proof of Frequency of Findings: Federal Funds	Page 11 (Scoring by Criteria - Finance)
	Proof of Approved Internal Fiscal Controls	Page 11 (Scoring by Criteria - Finance)
	Offeror's Fiscal Oversight Bylaws	Page 11 (Scoring by Criteria - Finance)
	Proof of Timeliness of Reports and Invoicing	Page 13 (Scoring by Criteria – Program Specific)
	Executive Summary	Page 13 (Scoring by Criteria – Program Specific)
	Business Description and Vision	Page 13 (Scoring by Criteria – Program Specific)
	Description of Services	Page 13 (Scoring by Criteria – Program Specific)
	Organization and Management	Page 13 (Scoring by Criteria – Program Specific)
	Financial Management	Page 13 (Scoring by Criteria – Program Specific)
	References	Page 14 (Pilot Scoring – Multi-family Weatherization Program)
	Proof of Work Performed on Energy Efficiency or Rehabilitation Services Projects	Page 14 (Pilot Scoring – Blended Service Weatherization Program)
	Proof of Rehab Units under legal agreement with HOME or Rural Development funds	

Agency Name

Name: _____

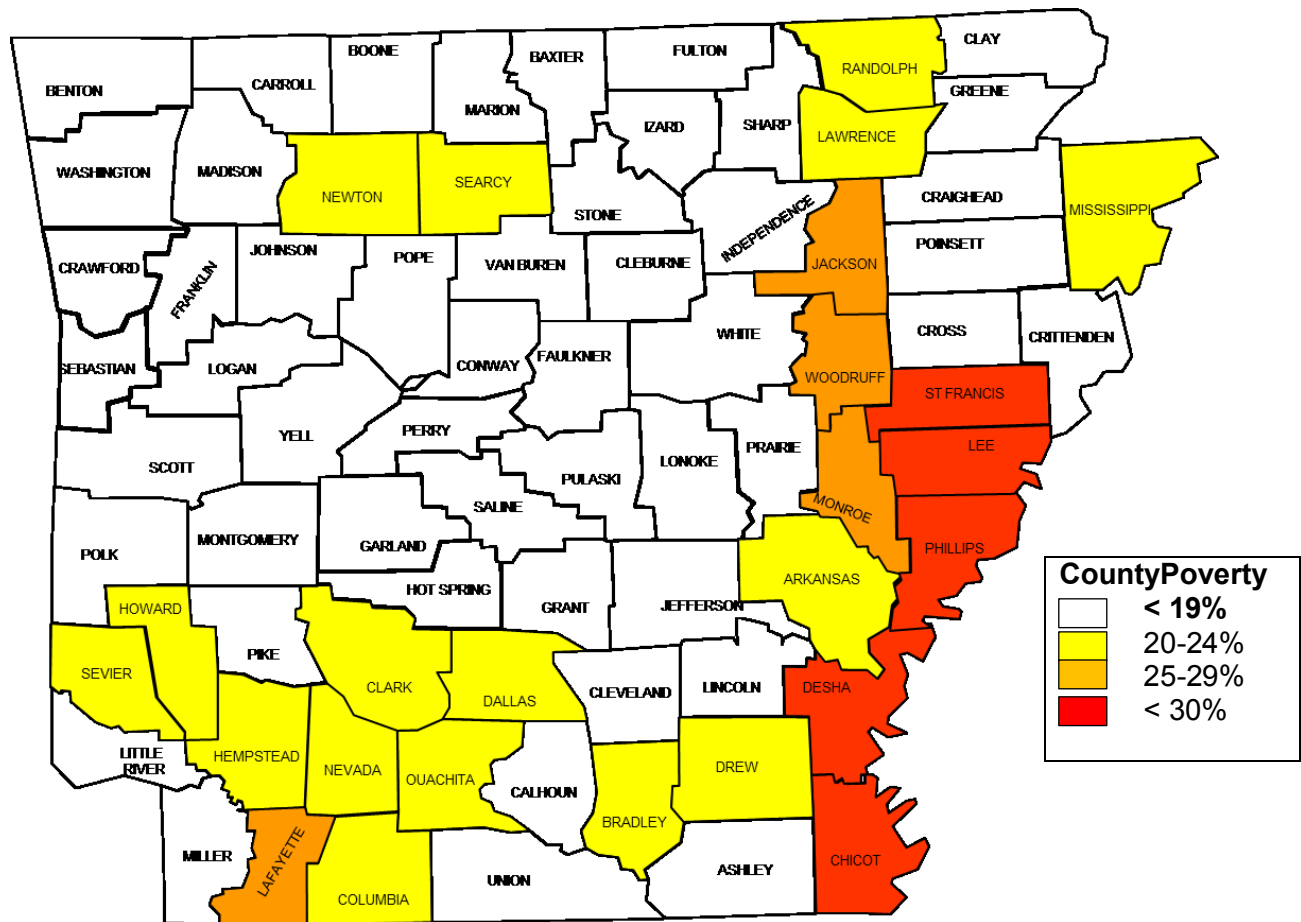
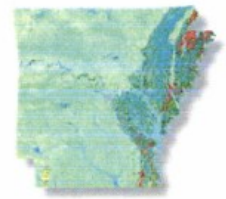
Title: _____

Date: _____

**Attachment B Estimated
Funding and Production by County**

Arkansas	\$45,500	7	Lee	\$71,500	11
Ashley	\$26,000	4	Lincoln	\$39,000	6
Baxter	\$39,000	6	Little River	\$6,500	1
Benton	\$130,000	20	Logan	\$32,500	5
Boone	\$39,000	6	Lonoke	\$91,000	14
Bradley	\$32,500	5	Madison	\$65,000	10
Calhoun	\$39,000	6	Marion	\$39,000	6
Carroll	\$39,000	6	Miller	\$32,500	5
Chicot	\$26,000	4	Mississippi	\$26,000	4
Clark	\$71,500	11	Monroe	\$39,000	6
Clay	\$19,500	3	Montgomery	\$52,000	8
Cleburne	\$39,000	6	Nevada	\$6,500	1
Cleveland	\$45,500	7	Newton	\$39,000	6
Columbia	\$78,000	12	Ouachita	\$78,000	12
Conway	\$32,500	5	Perry	\$45,500	7
Craighead	\$19,500	3	Phillips	\$117,000	18
Crawford	\$26,000	4	Pike	\$45,500	7
Crittenden	\$19,500	3	Poinsett	\$12,000	2
Cross	\$12,000	2	Polk	\$26,000	4
Dallas	\$65,000	10	Pope	\$58,500	9
Desha	\$26,000	4	Prairie	\$6,500	1
Drew	\$26,000	4	Pulaski	\$338,000	52
Faulkner	\$45,500	7	Randolph	\$19,500	3
Franklin	\$32,500	5	Saline	\$78,000	12
Fulton	\$39,000	6	Scott	\$26,000	4
Garland	\$58,500	9	Searcy	\$39,000	6
Grant	\$26,000	4	Sebastian	\$71,500	11
Greene	\$12,000	3	Sevier	\$6,500	1
Hempstead	\$19,500	3	Sharp	\$39,000	6
Hot Spring	\$91,000	14	St. Francis	\$12,000	2
Howard	\$13,000	2	Stone	\$39,000	6
Independence	\$39,000	6	Union	\$71,500	11
Izard	\$39,000	6	Van Buren	\$39,000	6
Jackson	\$12,000	2	Washington	\$130,000	20
Jefferson	\$195,000	30	White	\$45,500	7
Johnson	\$32,500	5	Woodruff	\$12,000	2
Lafayette	\$13,000	2	Yell	\$45,500	7
Lawrence	\$19,500	3			

**Attachment C
Share of Residents in Poverty by County**



Counties where the share of residents in poverty was 20 percent or more in 2008, using data from the Census Bureau's Small Area Income and Poverty Estimates (SAIPE) program (<http://www.census.gov/did/www/saipe/>).

